STAFF REPORT

MEETING DATE:	**February 27, 2018**
SUBJECT:	**Approve Amendment #3 to SRTA's Fiscal Year 2017/18 Budget and Overall Work Program**
AGENDA ITEM:	**8-8**
STAFF CONTACT:	**Sean Tiedgen, AICP, Senior Transportation Planner**

SUMMARY:

An amendment to SRTA's fiscal year (FY) 2017/18 budget and Overall Work Program (OWP) is needed to reflect the city of Shasta Lake rescinding their request for funds for the Cascade Boulevard Sustainable Development Project, anticipated completion of the North State Express Business Plan, and minor updates on staff hours and consultant budgets for planning projects based on project schedules. The net effect is a decrease of $72,718 in the agency budget for a total of $13,274,474.

STAFF RECOMMENDATION:

It is recommended that the board of directors approve Amendment #3 to SRTA's FY 2017/18 budget and Overall Work Program pursuant to Resolution 18-01 (Attachment A), thereby decreasing SRTA's FY 2017/18 budget by $72,718, for a total of $13,274,474.

DISCUSSION:

SRTA's budget and Overall Work Program (OWP) must be amended to update several work element budgets. Changes are summarized in Table 1 and provided in full detail in the narrative below and in Attachment B:

Table 1: Summary of FY 2017/18 OWP Amendment #2

Work Element #	Work Element	Original Consultant Budget	New Consultant Budget	Budget impact
706.07	North State Express Connect Business Plan	$168,455 (FY 17/18)	**$223,203 (FY 17/18)**	**$0**
		$54,748 (FY 18/19)	**$0 (FY 18/19)**	
706.08	Sunday Transit Service Demonstration Project	$49,320	**$56,602**	**+$7,282**
902.01	Cascade Blvd. Sustainable Development Assessment	$80,000	**$0**	**-$80,000**
			Combined Budget Impact:	**-$72,718**

Work Element 706.07 –The North State Express Connect Business Plan is ahead of schedule and is anticipated to be completed in FY 17/18. There is no change in project cost; however, SRTA must move consultant budget items in FY 18/19 to FY 17/18 to be reimbursed by through the Caltrans grant.

Work Element 706.08 – An amendment to the consultant budget is needed to reflect administrative amendments. An administrative amendment was made to the contract with Mobility Planners to assist SRTA in evaluating transit rider survey responses conducted in the fall of 2017. The consultant budget increased by $7,282, to a total contract amount of $107,287. This is consistent with board of directors approval for a contract up to $110,000.

Work Element 902.01 – The SRTA Board of Directors awarded $80,000 in FHWA PL carryover funds to the city of Shasta Lake for the Cascade Boulevard Sustainable Development Assessment Project in April 2016. The city of Shasta Lake notified SRTA on January 3, 2018, that due to staffing limitations the city could not perform the project. SRTA has not been billed for project-related activities. The net effect is a decrease in expenditures of $80,000 in FHWA PL carryover funds.

Other Work Elements – Various other work elements were updated to reflect minor changes to staff workload, such as increased staff hours to prepare the draft 2018 RTP/SCS and environmental documents and to finalize the GoShasta Active Transportation Plan. Increased hours on some work elements were offset by reduced hours in other work elements.

ALTERNATIVES:
The board of directors may modify Amendment #3 to the SRTA FY 2017/18 budget, provided that such changes are consistent with project funding eligibility requirements and agreements with Caltrans, the Federal Highway Administration, and the Federal Transit Administration.

OTHER AGENCY INVOLVEMENT:
OWP amendments require approval by Caltrans District 2, the Federal Highway Administration, and the Federal Transit Administration. *///The Technical Advisory Committee (TAC) concurs with the staff recommendation.///*

FINANCING:
Amendment #3 decreases SRTA's FY 2017/18 comprehensive budget by $72,718, for a total of $13,274,474. Budget changes are summarized in Resolution 18-01 (Attachment A) and highlighted in yellow in Attachments B and C.

____

Daniel S. Little, AICP, Executive Director

Attachments:
A: Resolution Number 18-01: Amendment #3 to SRTA's Fiscal Year 2017/18 Budget and OWP
B: Amended OWP Budget Worksheets (changes in yellow) are available online at: http://www.srta.ca.gov/148/Overall-Work-Program
C: Amended SRTA Comprehensive Fiscal Year 2017/18 Budget

RESOLUTION

Attachment A

RESOLUTION NUMBER:	**18-01**
SUBJECT:	**Amendment #3 to SRTA's Fiscal Year 2017/18 Budget and Overall Work Program**

WHEREAS, Metropolitan Planning Organizations (MPO) are required by state and federal funding partners to maintain an Overall Work Program (OWP) as a planning, programming, and budgeting tool for the fiscal year (FY); and

WHEREAS, SRTA maintains an annual budget, a subset of which constitutes the OWP pursuant to State and Federal requirements; and

WHEREAS, the Shasta Regional Transportation Agency (SRTA) is the designated MPO for the Shasta County region; and

WHEREAS, the OWP must be amended to reflect changes in funding, schedules and work products; and

WHEREAS, Amendment #3 reflects SRTA's anticipation to complete the North State Express Connect Business Plan in FY 17/18; and

WHEREAS, Amendment #3 reflects updates to the consultant budget for the Sunday Transit Service project to reflect carryover funds unused in fiscal year 2016/17 and administrative amendments; and

WHEREAS, Amendment #3 reflects that the city of Shasta Lake has rescinded their request for funding through SRTA's OWP for their Cascade Blvd. Sustainable Development Assessment project due to staff workload; and

WHEREAS, other minor narrative clarifications have been made to various work elements to ensure consistency with expected project outcomes.

NOW, THEREFORE, BE IT RESOLVED that SRTA hereby approves Amendment #3 to the FY 2017/18 OWP, for a net decrease of $72,717, to coincide with the most current projected expenditures and revenues with the following changes by fund source:

Fund Source:	Amount:
• Federal Planning Carryover:	-$12,551
• FTA 5303 Carryover:	-$6,586
• Planning Programming and Monitoring:	$26,102
• Other	$1,729
• Local Transportation Fund:	-$81,410
Total:	-$72,717

BE IT FURTHER RESOLVED that Amendment #3 results in a total FY 2017/18 OWP budget of $3,487,510 and shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2.

BE IT FURTHER RESOLVED that Amendment #3 results in a net decrease of $72,717 in both revenue and expenses to SRTA's FY 2017/18 comprehensive budget, resulting in a final budget of $13,274,474

PASSED AND ADOPTED this 27th day of February, 2018, by the Shasta Regional Transportation Agency.

____

Greg Watkins, Chair
Shasta Regional Transportation Agency

Attachment C

Shasta Regional Transportation Agency
Profit & Loss Budget Overview
July 2017 through June 2018
Amendment #3

	Amendment #2	Change	Amendment #3
Ordinary Income/Expense			
Income			
41100 · Federal Highway Administration	1,401,189.00	(12,547.00)	1,388,642.00
41300 · Planning, Program. and Monit	217,246.00	26,102.00	243,348.00
41500 · Federal Transit Administration	85,845.00	(6,586.00)	79,259.00
41925 · Federal Transit Adm 5304	447,890.00		447,890.00
41930 · FTA 5311 (F)	0.00		0.00
41950 · SPR	223,203.00		223,203.00
42100 · Local Transportation Fund	7,046,736.00		7,046,736.00
42200 · State Transit Assistance Fund	667,441.00		667,441.00
42650 · Exchange Funds	1,639,011.00		1,639,011.00
42710 · TDA Administration	380,883.00	(81,408.00)	299,475.00
42725 · Non-Motorized 15-16	403,748.00		403,748.00
42747 · Non-Motorized 2017-18	114,764.00		114,764.00
42780 · LCTOP (2015-16)	85,000.00		85,000.00
42800 · Safe Routes to Schools	181,318.00		181,318.00
42840. · GoShasta-ATP Cycle 2	46,000.00		46,000.00
42860 · RCEA	2,000.00		2,000.00
42910 · Shasta College	2,000.00		2,000.00
42920 · Super Region Fees	8,647.00	1,729.00	10,376.00
42980 · CTSA Revenue	331,707.00		331,707.00
43100 · Interest Income	0.00		0.00
43300 · Rental Income			
43310 · Rental Income- Suite 101	51,276.00		51,276.00
43320 · Rental Income- Suite 201	11,280.00		11,280.00
43350 · Vacancy Loss	0.00		0.00
Total 43300 · Rental Income	62,556.00	0.00	62,556.00
Total Income	13,347,184.00	(72,710.00)	13,274,474.00
Gross Profit	13,347,184.00	(72,710.00)	13,274,474.00

Amendment #3

	Amendment #2	Change	Amendment #3
Expense			
51000 · Personnel - Other	1,024,263.00		1,024,263.00
55000 · Consultants			
55005 · City of Anderson on OWP	0.00		0.00
55010 · City of Redding on OWP	77,227.00		77,227.00
55015 · City of Shasta Lake on OWP	115,804.00	(80,000.00)	35,804.00
55030 · DKS Associates	50,000.00		50,000.00
55050 · Shasta County Mental Health-OW	0.00		0.00
55056 · Cnty of Shasta- Non-Motor	193,530.00		193,530.00
55058 · Shasta County Mental Health-ATI	170,000.00		170,000.00
55070 · Shasta College	2,000.00		2,000.00
55085 · Rincon	0.00		0.00
55100 · Civic Plus	4,450.00		4,450.00
55115 · Green Dot	168,455.00	54,748.00	223,203.00
55120 · Interwest	20,000.00		20,000.00
55122 · Toole Design	66,000.00		66,000.00
55127 · Mobility Planners	49,320.00	7,282.00	56,602.00
55128 · Kuchman Architects	75,000.00		75,000.00
55160 · Consultant- Non Motor 15-16	0.00		0.00
55161 · City of Redding on Non-Motorize	308,482.00		308,482.00
55235 · Tehama County RCD Non-Motori	8,145.00		8,145.00
55240 · City of Shasta Lake Non-Motor	8,355.00		8,355.00
55250 · RABA for Crosstown Express	85,000.00		85,000.00
55299 · Caltrans Budget Requirements	256,509.00		256,509.00
55000 · Consultants - Other	461,476.00	(54,740.00)	406,736.00
Total 55000 · Consultants	2,119,753.00	(72,710.00)	2,047,043.00
60100 · Advertising	1,000.00		1,000.00
60200 · Bank Charges	0.00		0.00
60250 · Books and Educational materials	1,000.00		1,000.00
Total 60300 · Communication	9,200.00	0.00	9,200.00
Total 60350 · Computer Support	22,200.00	0.00	22,200.00
60400 · Conferences	4,000.00		4,000.00
60500 · Depreciation-Building	71,000.00		71,000.00
60510 · Depreciation-Equipment	1,300.00		1,300.00
60600 · Dues and Supscriptions	8,500.00		8,500.00
60700 · Education and Training	1,000.00		1,000.00
Total 61000 · Insurance	11,500.00	0.00	11,500.00
Total 61670 · Interest	26,000.00	0.00	26,000.00
61690 · Licenses	17,500.00		17,500.00
61700 · Meetings	1,000.00		1,000.00
62000 · Postage	2,000.00		2,000.00
62500 · Printing	0.00		0.00
Total 63000 · Professional Services	56,535.00	0.00	56,535.00
63900 · Public Notice	500.00		500.00
64000 · Rent	0.00		0.00
Total 65000 · Repairs and Maintenance	23,300.00	0.00	23,300.00
65400 · Security	5,000.00		5,000.00
65450 · Software	8,000.00		8,000.00
Total 65500 · Supplies	57,750.00	0.00	57,750.00

Amendment #3

	Amendment #2	Change	Amendment #3
65600 · Taxes-Property	900.00		900.00
66900 · Reconciliation Discrepancies	0.00		
Total 67000 · Travel	4,000.00	0.00	4,000.00
Total 68000 · Utilities	16,000.00	0.00	16,000.00
69000 · Payments to Cities and Counties			
69100 · City of Redding			
69110 · RABA-STA	471,215.00		471,215.00
69120 · Local Transportation Fund	33,861.00		33,861.00
69130 · Exchange Funds	1,173,065.00		1,173,065.00
69470 · LTF for RABA	2,935,924.00		2,935,924.00
Total 69100 · City of Redding	4,614,065.00	0.00	4,614,065.00
69200 · City of Anderson			
69220 · Local Transportation Fund	295,495.00		295,495.00
69230 · Exchange Funds	135,225.00		135,225.00
69250 · STA Payments	63,676.00		63,676.00
69270 · LTF for RABA	66,642.00		66,642.00
Total 69200 · City of Anderson	561,038.00	0.00	561,038.00
69300 · City of Shasta Lake			
69320 · Local Transportation Fund	288,844.00		288,844.00
69330 · Exchange Funds	134,397.00		134,397.00
69340 · STA Payments	64,194.00		64,194.00
69370 · LTF for RABA	71,593.00		71,593.00
Total 69300 · City of Shasta Lake	559,028.00	0.00	559,028.00
69400 · County of Shasta			
69420 · Local Transportation Funds	2,506,105.00		2,506,105.00
69430 · Exchange Funds	196,324.00		196,324.00
69480 · STA Payments	68,355.00		68,355.00
Total 69400 · County of Shasta	2,770,784.00	0.00	2,770,784.00
Total 69000 · Payments to Cities and Counti	8,504,915.00		8,504,915.00
69600 · Shasta Snr Nutr. - LTF/TDA	331,707.00		331,707.00
69910 · Payments to SRTA for 2% Bike &	133,721.00		133,721.00
69920 · Payments to SRTA Under TDA	660,380.00		660,380.00
69940 · Non-motorized Payments to SRTA	114,766.00		114,766.00
69950 · Payments to SRTA for CTSA	331,707.00		331,707.00
70000 · Indirect Cost Allocation			
70100 · Indirect Cost Allocation	0.00		0.00
Total 70000 · Indirect Cost Allocation	0.00		0.00
Total Expense	13,570,397.00	(72,710.00)	13,497,687.00
Net Ordinary Income	(223,213.00)	0.00	(223,213.00)
Other Income/Expense			
Other Income			
90003 · Use of Money and Property	184,283.00		184,283.00
Total Other Income	184,283.00	0.00	184,283.00
Other Expense			
91009- IT Support	22,000.00		22,000.00
91011- Equipment	26,200.00		26,200.00
91013- Furniture	30,000.00		30,000.00
92001 · Principal Payments	106,083.00		106,083.00
Total Other Expense	184,283.00		184,283.00
Net Other Income	0.00		0.00
Net Income	**(223,213.00)**	**0.00**	**(223,213.00)**